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15 November 1961

MEMORANDUM OF CONFERENCE, 13 November 1961, 2:30 p.m.

SUBJECT: Interview of Resignees GS-12 and Above

PRESENT: [REDACTED]

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1. The conference was called by [REDACTED] to discuss the Director of Personnel's memorandum dated 16 October 1961 to the three Deputy Directors, subject: Designation of Senior Staff Officers to Interview Employees Resigning to Join Educational Institutions. [REDACTED] informed the group that the Inspector General will no longer conduct interviews with those grade GS-12 and above resignees who are available for such purpose. He reported that in Fiscal Year 1961 out of 93 voluntary separations grade GS-12 and above, the IG had interviewed 69 of them, the 69 being 50% from DD/I, 20% from DD/S and 30% from DD/P. The purpose of subject conference was to arrive at objectives and procedures for interviewing future resignees at the 12 and above level.

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2. [REDACTED] stated the objectives to be:

a. To attempt to have resignees leave Agency employment with a favorable attitude towards the Agency, or

b. Attempt to have such resignees in a frame of mind where they would not speak unfavorably of the Agency after separation.

All three Deputy Directors, in responding to the Director of Personnel's memorandum, dated 16 October 1961, had indicated a wish to give special treatment to all resignees grade GS-12 and above rather than just to those indicating a future affiliation with an academic organization.

3. We agreed that beginning 1 December 1961 the following procedures would be instituted:

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a. When the Office of Personnel receives official notice of a resignation from a person grade GS-12 and above, [REDACTED] or one of his officers will conduct a pre-exit interview. At this interview an attempt will be made to determine the resignee's attitude toward the Agency at large and his attitude toward management at the "local level". All facts developed during this pre-exit interview will be recorded on an interview worksheet.

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b. The worksheet will be sent to the ASSA (Pers) for Clandestine Services careerists. Depending on the attitudes expressed, [REDACTED] will be asked to interview those officers where there is some evidence of dissatisfaction with the Agency and/or its management. Where a clear indication is given of satisfaction with the Agency and its management, [REDACTED] and I will discuss whether he, I, or some other officer might ask the departing member of chat on his experiences and plans.

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c. When a Staff Employee is converting to Career Agent, we will play it straight and, at least for the present, ask the staffer to go through the pre-exit interview process without revealing his actual future affiliation.

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d. When [REDACTED] or another officer has interviewed the departing member, a short memorandum of the conversation will be prepared, indicating an opinion of attitude of the individual. This memorandum, together with the worksheet will be returned to the Office of Personnel.

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e. The Clandestine Services will not be asked to interview those persons being selected out, those persons being separated under R [REDACTED], those persons retiring, and those persons entering the military services.

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[REDACTED]
Assistant SSA (Personnel)

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ASSA (Pers): [REDACTED] (15 Nov 61)

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